

**UAAD Executive Board Meeting**  
**Wednesday, September 1, 2010-12:00 pm**  
**UNL City Union**  
(Final 10-11-10)

**Members Present:** Nancy Myers, Nicki Evans, Julie Thomsen, Kim Barrett, David Sockrider, Helen Fankhauser, Jennifer Helwege, Beth Hartman, Al Stark, Sara Weixelman and Charlotte Frank

**Call to Order:** President Nancy Myers called the meeting to order at 12:00 p.m.

**President's Report-Nancy Myers:**

- a. The APC meeting was to be held the afternoon of 10-6-10. Nancy indicated there had been no change in status of UAAD and UNOPA presidents as voting members. APC will vote on the voting status of UAAD and UNOPA in the future.
- b. The Board vacancies have been filled with Michele Deaton accepting the Chair for By-Laws Committee and Randy Leach accepting as Chair for Nominating Committee.
- c. Centrex will be online with People Finder and Office Finder search capability starting 11-1-10.
- d. The Safety & Wellness Fair will be Tuesday, 10-19-10, beginning at 7 am with various screening to include complete blood workup, BMI screenings, blood pressure, etc. UAAD will be represented at the Fair and we will have membership applications available.

**Secretary's Report-Charlotte Frank:**

- a. September Board meeting minutes were approved with requested changes made from review and suggestions made by Board members Nicki Evans, Jennifer Helwege and Beth Hartman.

**Treasurer's Report-Nicki Evans:**

- a. The Treasurer's Report as presented at the September meeting, with time requested for the Board's review, was approved by the Board at this meeting with a Fund Balance of \$4,763.
- b. Current Treasurer's Report as of 9-30-10 was approved with a balance of \$5,340.
- c. Further discussion on printing charges resulted in an increase in the budget of \$50 to a total of \$150. With this change the FY11 budget was voted on and approved.

**Program Committee- Vicki Highstreet:**

- a. Vicki was not in attendance so Nancy brought to the attention of the Board an e-mail she received from her recommending we not provide water at the monthly meetings due to what is being charged by the Union. Board discussed and decided not to make available at future meetings.
- b. No changes in the upcoming meetings scheduled through 2010 calendar year.

**Professional Development-Valerie Lefler:**

- a. Valerie was not in attendance so Nancy shared information received from her prior to the meeting noting contact she has made with the School of Public Affairs and Community Service at UNO to check on possible presenters for a Professional Development workshop.
- b. Discussion regarding possible methods of payment to reimburse speakers for mileage, professional time, etc. Possibilities for consideration included use of UAAD funds for external

presenters and using payment through paystubs, via travel reimbursement, if UNL employees. Valerie had asked Nicki about honorarium payments but since these are taxable this is something we probably want to avoid.

- c. Nancy indicated the need to schedule a topic and confirm plans for presenters in the near future so we can begin marketing the program. She mentioned a potential survey to determine areas of interest and Helen noted one was completed last year with results on the server. If we need to explore further areas of possibilities, Nancy stated she has resources in various areas such as 360 Degree Feedback, etc.

#### **Communications Committee-Sara Weixelman:**

- a. Sara reported that she continues to work on posting UAAD news on UNL Today and in the Scarlet by picking up news from the events calendar.
- b. Indicated she completed a review of the website to determine what needs to be updated and voiced a desire to have all items current at the point in time when one enters the website.
- c. Information from the most recent newsletter will be posted on the opening page each month and Sara reminded everyone that they are responsible for updating their own areas.
- d. David indicated he has a process to follow in allowing anyone to submit information for the web page but reminded the Board that everything must go through him.
- e. Sara volunteered to be the central person for posting the information and would like to have something new every 3 days on the opening page.

#### **Membership Committee-Jennifer Hellwege:**

- a. Jennifer distributed a list of all UAAD members who are paid up to date in membership dues, sorted by department, and a second list of those members who need to renew this year. There are 116 paid members with 34 who need to renew. Jennifer reported there are 149 members last year and 7 new members thus far this year (some were members previously and came back to the organization).
- b. Discussion on honorary memberships given for one year to guest speakers and Nancy will talk to the September meeting speakers from Academic Affairs.
- c. Jennifer has updated Lotus Notes with all members. Sara recommended creation of another group to send emails to intermittently in an attempt to peak interest in activities, etc. as Nicki reminded the group that notes are not generated to those members who have not paid dues.
- d. Informed the group that the Chancellor's Office receive all UAAD e-mails sent.
- e. There was some discussion regarding membership cards being provided when dues are paid. Julie, Al and Sara talked about the need to reach out to potential in recruitment of new members instead. Nicki suggested sending an e-mail confirmation of payment rather than produce membership cards. Discussion included providing schedules of the year's meetings and rather than print on the back of the card, suggestions were made to include in the confirmation e-mail a schedule and direct the recipient to the website.

#### **Social Consciousness-Beth Hartman:**

- a. Beth reported the decision was made to not complete a survey this year.
- b. At the October meeting there will be a raffle for a bird feed and seed with proceeds going to the Nebraska Wildlife Federation.
- c. Beth suggested we seek ideas from membership for upcoming meetings while looking for smaller charities where we could make a larger impact. With the small number of attendees at

the meetings, we are not collecting large numbers of items and therefore do not impact large organizations.

**Founder's Day-Al Stark:**

- a. Al reported that LuAnn Detwiler has agreed to serve with him on this committee.

**Webmaster-David Sockrider:**

- a. David reported ongoing maintenance on the UAAD website.
- b. Due to new web requirements at IANR, the decision was made to move the website from IANR to College of Engineering server as there is no cost involved with maintaining it there. He will now be able to add banners, news feeds and "Word Press" which will allow for enhanced capabilities for the site.
- c. David took a group picture of the Board members in attendance at this meeting.

**Other items:**

- a. Julie suggested we make an announcement at the October meeting about the Oldt Award nominations.
- b. Kim updated the Board on the upcoming health screenings sponsored by Campus Recreation and University Health Center.
- c. Nancy recommended that we spend time in the November meeting reviewing by-laws.